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SCHLICH & FIELD CO.

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SHANNON FILE CO. (LIMITED) LONDON.

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LABOR

SAVING

DEVICES

FOR

MERCANTILE * AND * PUBLIC * OFFICES.

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 - SHANNON REGISTRATOR CO., BERLIN, GERMANY.
 - SHANNON CLASSEUR CIE, PARIS, FRANCE.

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SCHLICHT * & * FIELD * Co.,

ROCHESTER, N. Y., U. S. A.

NOS. 112 AND 114 N. ST. PAUL AND 145-151 ANDREWS STREETS.

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pre-1900.

Introductory.

E TAKE pleasure in presenting our new catalogue, which illustrates to a limited extent the great improvements in quality, design, and finish, that we have made in the goods shown in our former catalogues, and a large line of new goods and new features that we have added to our business.

The advantages of the Shannon system of filing papers over any and all of the loose-sheet systems, are so great that no one who fully understands them hesitates a moment in deciding in its favor. The one fact of its giving absolute security against the accidental loss of a paper after it is filed is, of itself, of more real value than all the arguments that can be presented in favor of the others. We call attention on page 10 to other points of advantage.

We have the very best goods produced in the way of Document Files and Cabinets, and Metal Roller Book-Shelves.

The new improved Roller Copier, for copying letters and all kinds of business papers, is a marvel of utility and a source of continual satisfaction to those using it.

We call attention to our line of Automatic Adjustable Shelving for all uses to which shelving can be put. See the advantages we claim for it.

The increased demand for our goods has been so great that we have found it necessary to quadruple the capacity of our factories, salesrooms, and offices. We now have far greater facilities than ever for supplying the wants of our customers. We extend a cordial invitation to all who are interested in our line of goods to avail themselves of any opportunity they may have to examine them, either at our main offices, 114 North St. Paul Street, Rochester, N. Y., or our special agencies (see list on title page).

The contracts for supplying the U. S. Treasury and Interior Departments with Document Files and Portfolio Drawers have been awarded to us, ours being superior to all others.

Schlicht's System of Indexing continues unapproached, and bids fair to come into general use in all public offices and business houses where its merits are made known.

SCHLICHT & FIELD CO.

The * Shannon * Cabinet * System.

The Shannon Filedrawer.

Is similar in construction to the world-renowned Shannon Letter and Bill File, except that it has a drawer-front, held firmly in place by light iron brackets, and is not provided with a perforator. It is made to fit into a cabinet, desk or safe, and combines the advantages of both a drawer and file. Each Filedrawer is furnished with a suitable index. The Filedrawers are made of well seasoned wood and present a handsome appearance. The metal parts are nicked or bronzed, and the handle is combined with a label-plate which permits the easy removal and change of labels. All labels have mica-protectors. We have greatly improved the arches and all working parts, making them stronger and better in every way.

Cabinet Perforator with Box Base. The Base is a hollow box forming a receptacle for the cuttings, and can be used for months without emptying. From fifteen to twenty-five papers can be perforated at once.

Cabinet * Indexes.

We make Cabinet Indexes arranged for any number of filedrawers. The subdivisions are based upon the relative frequency of names beginning with the different letters. It is therefore possible to find papers filed under all letters with equal facility.

We have special Indexes for filing by days and months, and make, when desired, Indexes to suit the peculiarities of any business. Our Indexes are made entirely of the best quality of manilla, manufactured specially for this purpose. Each index-leaf is one sheet, the lettering being printed thereon. (See samples of subdivisions of Cabinet Indexes on page 8.) .

The * Shannon * Filing * Cabinet

Consists of a number of Shannon Filedrawers provided with necessary indexes and appropriately labeled, fitting into a suitable Cabinet. It is designed to afford a more elaborate classification of the correspondence and papers incident to almost every business or profession than is secured with the single files.

These Cabinets are made to meet every want. They may be made with a certain number of filedrawers divided according to the subject matter of the papers and subdivided alphabetically, or so that all papers may be filed in alphabetical order as well as according to date. Thus, letters, orders, invoices, bills, receipts, commercial reports, private papers, etc., may be filed by themselves, or together, alphabetically. Papers covering a long period are easier of access in a Filing Cabinet than when a single file is used. A Cabinet had better be too large than too small.

The Cabinets are constructed of well seasoned black walnut, with or without our Patent Locking-attachment, which locks all drawers simultaneously by turning a knob; they are handsomely finished, and present an elegant and business-like appearance. Cabinets are also made of other woods in any special style desired. First-class locks are placed on special drawers when ordered. By reference to the proper heads, all information needed respecting dimensions, and styles best suited to one's business, will be found.

Ninety-six Filedrawer Shannon Cabinet, with Patent Locking-attachment, Base, and Fancy Top.
Base 18 inches high.

The following are samples of the lettering of Subdivision Indexes for Shannon Cabinets:

No. 293.

Baa
to
Bak
Bal
to
Baq
Bar
Bas
to
Baz
Bea
to
Bec
Bed
to
Bem
Ben
to
Beq
Ber
to
Bez
Bi
Bl
Boa
to
Bor
Bow
to
Boz
Bra
Bre
to
Bri
Bro
Bru
to
Bry
Bua
to
Buq
Bur
Bus
to
Buz
By

No. 279.

McA
McB
McCa
McCh
to
McC
McD
to
McF
McG
McH
to
McK
McL
McM
McN
to
McW
Maa
to
Mag
Mah
to
Man
Mao
to
Mar
Mas
to
Maz
Me
Mia
to
Mil
Mim
to
Miz
Moa
to
Moq
Mor
Mos
to
Moz
Mu
My

No. 281.

Sa
Sb
Sca
Sch
Sci
to
Scy
Se
Sha
She
Shi
to
Shm
Shn
to
Shz
Si
to
Sl
Sma
to
Sme
Smi
to
Smy
Sn
So
Sp
Sq
Sta
Ste
Sth
to
Sto
Str
to
Sty
Su
to
Sy

Sixty Filedrawer Shannon Cabinet, Style No. 3, with Base, Patent Locking-attachment, Fancy Top, raised Panels, French Walnut Veneer, and Hand Carving. Dimensions: Height, 8 feet 10½ inches; width, 6 feet 2½ inches.

ADVANTAGES OF

The * Cabinet * System * of * Filing.

Greater readiness of reference to contents is the primary advantage of the Cabinet System over single files. When a Cabinet is of sufficient capacity for a year's papers, the papers from any particular source are all together. In the Shannon Filing Cabinet papers from the same source can be readily filed together in the order received. In the *loose-sheet Cabinets this is wholly impracticable.*

The fact that any one filedrawer may fill up more rapidly than another, because of more papers being received from certain sources than others, does not mar the uniformity of the system. The contents of any filedrawer can be at any time transferred to a binding or transfer case and reference not impeded, the separation of the subjects of each filedrawer being still carried out. On page 14 we give some hints as to the sizes of Cabinets best adapted to the wants of those having a more or less extensive accumulation of papers.

Few business men to-day fail to recognize the importance of an orderly preservation of their papers; yet the value of having any paper pertaining to one's business within easy reach has only recently been fully realized. A Cabinet is no longer a luxury, but is regarded as much a necessity in an office as a desk or safe. No business man who cares to preserve his papers can ever have reason to doubt that he has made a judicious investment in purchasing one.

In these progressive times the best Cabinet system is what every business man wants. Our method of filing has been before the public a few years only, but is to-day the most generally used. We invite comparison with other systems, and refer the reader to the opinions of some of those who use our method, and to the reasons why it is preferable to others.

Sixty Filedrawer Shannon Cabinet, Style No. 2, with Base and Fancy Top. This Cabinet is furnished with Patent Locking-attachment when desired.

REASONS WHY

The * Shannon * Methods * of * Filing * Papers
ARE PREFERABLE TO OTHERS.

First—Papers are not loose after being filed.

Second—Papers can be manipulated with the greatest of ease, their disarrangement being impossible.

Third—Papers can always be conveniently examined without removal from the files.

Fourth—Note sheets, postal cards, letter sheets, etc., can be read on the files with equal facility.

Fifth—Any paper can be removed without disarranging the other papers.

Sixth—Papers from the same source may be filed by themselves, in order of date, without in the least disarranging the others. This method is the only one by which this is at all practicable.

Seventh—The convenience of the method is inherent in itself. It does not depend on the skill of those operating it.

Eighth—When a single file is used, very little room is taken up; it may be hung at the side of a desk, or in any other convenient place.

Ninth—PAPERS CAN BE EXAMINED IN THE CABINET WITHOUT REMOVING THE FILE-DRAWER.

Tenth—Papers, when transferred to the binding or transfer cases, are bound in book form at one operation.

Eleventh—Papers are not liable to become disarranged by examination in the binding or transfer case.

Twelfth—Papers are not liable to loss from, or change of place in, the binding or transfer case.

Thirteenth—Any paper can be removed from the binding or transfer case without disarranging the others.

Fourteenth—This method of filing papers costs less than others.

Fifteenth—This method of filing papers secures the greatest possible convenience of reference at all times.

Forty-eight Filedrawer Shannon Cabinet, Style No. 1. Furnished with or without Patent Locking-attachment.

We also have Sixty Drawer Cabinets same style as above except that the Brackets and Mouldings are heavier, and there is a heavy Upright Division in the center the same as at each side. We can furnish them six drawers wide and ten high, or four drawers wide and fifteen high.

Hints * in * Ordering.

First determine by the following scale the size of cabinet required in your business for one year's papers. If you desire to keep your papers in the cabinet for a longer period, which is often desirable, observe the same proportion.

For from	5	to	10	papers per day,	6	filedrawers.
"	10	"	13	"	"	8
"	13	"	16	"	"	10
"	16	"	20	"	"	12
"	20	"	25	"	"	15
"	25	"	27	"	"	16
"	27	"	30	"	"	18
"	30	"	35	"	"	21
"	35	"	40	"	"	24
"	40	"	50	"	"	30
"	50	"	54	"	"	32
"	54	"	60	"	"	36
"	60	"	67	"	"	40
"	67	"	80	"	"	48
"	80	"	100	"	"	60
"	100	"	120	"	"	72
"	120	"	135	"	"	80
"	135	"	160	"	"	96

Upon having thus ascertained the size of cabinet you require, which, for the sake of illustration, we shall call a thirty-two-drawer, decide upon the number of drawers to be assigned to different subjects, according to their importance. As elsewhere intimated, it is desirable to separate the papers into as many classes as is found practicable. It may be desirable to make an estimate after the following manner :

- 1 filedrawer for "Private."
- 3 filedrawers for "Salesmen."
- 1 filedrawer for "Receipts."
- 1 filedrawer for "Commercial Reports."
- 2 filedrawers for "Banks."
- 3 filedrawers for "Bills."
- 5 filedrawers for "Orders."
- 16 filedrawers for general correspondence and miscellaneous papers.

—
Total, 32 filedrawers.

A separation of subjects similar to the above would be impracticable for some business houses. This division is, however, admirably adapted to the wants of a manufacturing concern

Thirty-two Filedrawer Shannon Cabinet on Base, showing how papers may be examined without removing drawer.

See list of Cabinets kept in stock, for the different sizes that are four drawers wide. All Cabinets furnished with or without Patent Locking-attachment and Base.

receiving orders from its salesmen on regular order blanks and having but few bills. For a general mercantile business, the number of filedrawers assigned to bills would be larger, while general orders would be filed with correspondence.

We furnish a blank for intending purchasers to fill out and mail to us. We provide, according to the directions given thereon, suitable labels and subdivision and alphabetical indexes. When it is desired to file certain papers by date—day or month—this should be stated in the order.

By a careful estimate based upon millions of names, we have made divisions of the alphabet for any number of filedrawers. These may be relied upon for their correctness. Persons ordering need not, therefore, give this subject any attention beyond the mere statement of the number of filedrawers required for different subjects.

How * to * Use * the * Shannon * Filing * Cabinet.

Perforate papers with Cabinet Perforator; from fifteen to twenty-five papers can be perforated at once. Be careful in perforating letter sheets that their right-hand margin does not extend beyond gauge on perforator board. First distribute into their respective drawers the papers to be filed; partially withdraw the drawer in which the first paper belongs, and place it loosely in the drawer; proceed in same manner until all the papers are distributed. Next remove each drawer that has been partially withdrawn, and file papers *under* their appropriate index-leaves, replacing filedrawer.

For further information see "Manner of Using the Shannon File," and "Manner of Using the Shannon Binding Case."

Twenty-four Filedrawer Shannon Cabinet on one-shelf Base.

See list of Cabinets kept in stock, for the different sizes that are three drawers wide. All Cabinets furnished with or without Patent Locking-attachment and Base.

List * of * Cabinets * Kept * in * Stock.

MADE OF BLACK WALNUT IN BEST STYLE AND FINISH.

NUMBER OF FILEDRAWERS.	STYLE.	FILEDRAWERS.		DIMENSIONS.	
		WIDE.	HIGH.	WIDE.	HIGH.
SIXTY,	No. 1	4	15	3 ft., 11½ in.	7 ft.
SIXTY,	"	6	10	5 ft., 10 in.	5 ft.
FORTY-EIGHT,	"	4	12	3 ft., 10 in.	5 ft., 10½ in.
FORTY,	"	4	10	3 ft., 10 in.	4 ft., 10¼ in.
THIRTY-SIX,	"	4	9	3 ft., 10 in.	4 ft., 5½ in.
THIRTY-TWO,	"	4	8	3 ft., 10 in.	4 ft., ½ in.
THIRTY,	"	3	10	2 ft., 11 in.	4 ft., 10¼ in.
TWENTY-FOUR,	"	4	6	3 ft., 10 in.	3 ft., 2½ in.
TWENTY-FOUR,	"	3	8	2 ft., 11 in.	4 ft., ½ in.
TWENTY-ONE,	"	3	7	2 ft., 11 in.	3 ft., 7½ in.
TWENTY,	"	4	5	3 ft., 10 in.	2 ft., 9½ in.
EIGHTEEN,	"	3	6	2 ft., 11 in.	3 ft., 2½ in.
SIXTEEN,	"	4	4	3 ft., 10 in.	2 ft., 4½ in.
SIXTEEN,	"	2	8	2 ft., ½ in.	4 ft., ½ in.
FIFTEEN,	"	3	5	2 ft., 11 in.	2 ft., 9½ in.
TWELVE,	"	4	3	3 ft., 10 in.	2 ft., 4½ in.
TWELVE,	"	3	4	2 ft., 11 in.	2 ft., 4½ in.
TWELVE,	"	2	6	2 ft., ½ in.	3 ft., 2½ in.
TEN,	"	2	5	2 ft., ½ in.	2 ft., 9½ in.
EIGHT,	"	4	2	3 ft., 10 in.	1 ft., 6¾ in.
EIGHT,	"	2	4	2 ft., ½ in.	2 ft., 4½ in.
SIX,	"	3	2	2 ft., 11 in.	1 ft., 6¾ in.
SIX,	"	2	3	2 ft., ½ in.	1 ft., 11¾ in.
SIXTY, with base and fancy top,	No. 2	6	10	6 ft., 1 in.	8 ft., 6 in.
SIXTY, with base and fancy top,	No. 3	6	10	6 ft., 2½ in.	8 ft., 10½ in.

The above Cabinets are made either with or without patent locking-attachment.

Larger sizes, and special Cabinets made to order.

Cabinets made to order of oak, ash, cherry, birch, and mahogany.

Twelve Filedrawer Shannon Cabinet.

See list of Cabinets kept in stock, for the different sizes that are two drawers wide.

Fifteen Filedrawer Shannon Cabinet.

See list of Cabinets kept in stock, for the different sizes that are three drawers wide.

Four Filedrawer Shannon Cabinet, second grade, made only in sizes of from one to six drawers, inclusive.

The above illustrates a cheaper style of Shannon Cabinet which we keep in stock in small sizes only—one, two, three, four, five, and six drawers. They are designed to meet the needs of parties that do not have enough papers to file to justify them in purchasing a larger cabinet, but prefer a small cabinet rather than use the single files.

List * of * Cabinets * of * Second * Grade

KEPT IN STOCK.

NUMBER OF FILE- DRAWERS.	FILEDRAWERS.		DIMENSIONS.	
	WIDE.	HIGH.	WIDE.	HIGH.
SIX,	3	2	34 in.	13 1/4 in.
SIX,	2	3	23 in.	18 in.
SIX,	1	6	12 1/2 in.	32 3/4 in.
FIVE,	1	5	12 1/2 in.	27 3/4 in.
FOUR,	2	2	23 in.	13 1/4 in.
FOUR,	1	4	12 1/2 in.	23 in.
THREE,	3	1	34 in.	8 1/2 in.
THREE,	1	3	12 1/2 in.	18 in.
TWO,	2	1	23 in.	8 1/2 in.
TWO,	1	2	12 1/2 in.	13 1/4 in.
ONE,	1	1	12 1/2 in.	8 1/2 in.

None of the above can be supplied with the patent locking-attachment, but where desired we can furnish locks for separate drawers.

Cabinet * Bases.

These Cabinet Bases are made and finished to correspond with the different sizes of cabinets. They serve as a receptacle for binding or transfer cases, and also as a convenient stand for the cabinets. They are provided with a sliding extension, on which filedrawers or cases may be placed for the examination of their contents. This extension is also convenient to put the filedrawers on while filing papers.

FILEDRAWERS WIDE.	HEIGHT.	NUMBER OF SHELVES.
2	29 inches.	1
2	39 "	2
3	29 "	1
3	39 "	2
4	18 "	
4	29 "	1
4	39 "	2
6	18 "	
6	29 "	1

THE UNITED STATES

Document * Files * and * Cabinets.

No. 1—Shows File with papers compressed and Compressor locked.

No. 2—Shows File with Compressor unlocked and the manner of referring to papers.

Cabinets and single Files made of either wood or iron, of any dimensions, to fit into pigeon-holes, vaults, safes, desks, etc.

From time immemorial pigeon-holes have been the most common receptacles for folded documents. Other crude methods, such as pasteboard boxes, expansive envelopes, etc., came into and are now in more or less general use. The objections to these methods are numerous—so numerous, indeed, that for many years the fertile brain of the inventor has been at work to devise a system of filing which would afford the greatest possible convenience and require the least possible space.

(Continued on page 24.)

Thirty-Six File U. S. Document Cabinet, with sliding-shelf in center. Furnished with or without Patent Locking-attachment. Specially adapted for the use of attorneys.

Attained at Last.

No perfect devices for this purpose had, however, been produced until the United States Document Files and Files Cabinets, which embody all the elements that go to make up an ideal system of filing folded papers, were invented.

In all public offices the want is felt for Document Files securing compactness and accessibility to contents. Unlike the ordinary Document Files in use, the United States Files compress their contents in the simplest and most effective manner, and permit the readiest possible reference to papers.

They are constructed with reference to convenience, durability, and elegance. They leave nothing to be desired in the matter of convenience, durability, or finish. They are made entirely of metal or of well-seasoned woods, with steel and brass fittings, handsomely nicked, and put together in a workmanlike manner.

Points of Excellence Described.

The accompanying illustrations serve to show the United States Document Files and Files Cabinets. By stating their points of excellence, their peculiar construction will be more readily understood than by ordinary description.

First—The papers are compressed into less space than it is possible to compress them with any other like device.

Second—Any document may be instantly referred to and removed without disturbing others.

Third—Any File may be instantly replaced without using any care.

Fourth—The Compressing-attachment is practically noiseless.

Fifth—The mechanism of the Compressing-attachment is simple and readily worked.

Sixth—There are no hooks or projections at bottom or sides of Files to interfere with ready insertion in their places.

Seventh—We make them in single Files of various lengths, and for different widths of papers, and they can be arranged to fit into pigeon-holes, or made for the top of any desk, or to fit on any shelves.

Eighth—We make them in Cabinets of any size, and to fit any special space.

Ninth—We make the Filedrawers with Suspension-attachments when desired.

Advantages Over Old Methods of Filing Documents.

When a paper is wanted, it is not necessary to take down the whole package, unstrap or untie the same, and restrap or retie after examination, as must be done when pigeon-holes only are used.

It is not necessary to litter tables and desks with packages of papers when you are searching for some paper, as a number of Files may be placed on the shelf and examined at the same time.

Documents are always kept free from dust and insects.

U. S. Document Cabinet; wood, containing five hundred Files.

We Recommend the File Without the Suspension.

Experience has proved to us that there is more in the *name* of a "Suspension File" than there is of practical utility, and, although we have the very best suspension devices there are, we do not now use them on any of our Cabinets except when specially ordered, for the following reasons:

First—Where a person stands on the floor when examining papers, a suspension is of no practical value except in four rows of Files, but, on the other hand, is a hindrance when the top of the File-front is above the level of the eye, and is almost equally useless in the two or three rows nearest the floor.

Second—A suspension adds considerably to the cost of a File, and consequently to the cost of a Cabinet.

Our newest designs of Document Cabinets (see cut on page 23) are entirely without any suspension arrangement, but have a sliding-shelf at a convenient height; by withdrawing same, and placing the desired File thereon, papers from any portion of the Cabinet can be referred to with equal ease.

The real value of suspensions for Document Files is in public offices where ceilings are high, and it is desired to have Cabinets as high as possible to economize space. Cabinets in such cases are sometimes built up to the ceilings, and a light step-ladder is used when examining papers in the upper rows. The suspension device sustains the weight of the File and admits of ready examination of papers without removing the File from the Cabinet.

The engraving on the left shows our "dump" suspension; in its use the papers are filed horizontally. The File after being withdrawn about half way, turns down to the position shown and remains suspended. If it is desired to remove File from Cabinet, withdraw it about an

(Continued on page 28.)

U. S. Document Cabinet ; metal, containing five hundred Files.

inch, then raise the front half an inch, and File can be removed. If it is desired to remove the File after it has been suspended, simply raise it up. This suspension can only be used with Cabinets made of wood.

The suspension used on metal Cabinets, when desired (and which we do not use on wooden Cabinets), is shown on page 26 in the engraving on the right, and is what we call our "straight" suspension. In its use the File is withdrawn on a straight line as far as it will go, the file then remains in the position shown, and the hinged front is released and dropped down out of the way, permitting easy examination of the papers.

LIST OF

United * States * Document * Cabinets,

WITHOUT SUSPENSIONS ON DRAWERS.

NUMBER FILEDRAWERS.	FILEDRAWERS.		DIMENSIONS.	
	HIGH.	WIDE.	HIGH.	WIDE.
THIRTY,	5	6	66 in.	35 in.
THIRTY,	6	5	77 in.	29 in.
THIRTY-SIX,	6	6	77 in.	35 in.
FORTY-TWO,	6	7	77 in.	41 in.
FORTY-NINE,	7	7	88 in.	41 in.
FIFTY-SIX,	7	8	88 in.	46 in.
SIXTY-THREE,	7	9	88 in.	51 in.
*EIGHTY-FOUR,	6	14	77 in.	81 in.
*NINETY-EIGHT,	7	14	88 in.	81 in.
*ONE HUNDRED TWENTY-SIX,	7	18	88 in.	103 in.

* Made in two sections.

We make for public offices Cabinets of any size, in either wood or metal, and to fit any space.

The * Lang * Document * File * and * Cabinet.

The above cut shows File with papers compressed.

Shows File with compressor released and manner of examining papers.

The Lang Document Cabinet, containing thirty Files.

In the cheaper grades of Document Files there are none that compare with the LANG in the strength and convenience of the compressing device. The bottom strip upon which the compressor works is made of wrought iron, heavily corrugated, giving it great strength. The parts of the compressor proper are stamped and formed from heavy cold-rolled iron. With all other Document Files where the compressor works from the bottom of the drawer, it is necessary to release the compressor and move it back several inches in order to obtain the desired angle for the examination of papers, but with the Lang Document File we obtain the same result at once by simply dropping the compressor handle.

Combination * Cabinets.

Combination Cabinet, with doors, containing twenty-four Shannon and eight U. S. Document Drawers. We do not make Cabinets with doors except to order, as nearly all our customers prefer the Patent Locking-attachment.

Combination Cabinet, containing two Shannon and eight U. S. Document Drawers. With or without Patent Locking-attachment. Dimensions: Height, 20 inches; width, 56½ inches. Especially adapted for the top of office desks.

We make Combination Cabinets of Shannon and either U. S. or Lang Document Drawers. We make them of any size, and any proportion of the different kinds of drawers, and where the U. S. Document Drawer is used in connection with the Shannon, we can make the Cabinets with or without patent locking-attachment.

Cabinet * and * Desk * Combined.

Eight Filedrawer Shannon Cabinet, for desk like shown on opposite page. Height, 14 inches; length, 48 inches.

On the opposite page we show our Special Office Desk; this is a very handsome desk, of our own manufacture. We can furnish it separate, or with the Combination Cabinet of six Shannon and two U. S. Document Drawers, shown on top of it; the eight drawer Shannon Cabinet, shown above; or the Combination Cabinet of four Shannon and eight U. S. Document Drawers, shown at bottom of opposite page. Both Desk and Cabinets have heavy raised panels, and drawers have heavy raised fronts with French walnut veneer. All the drawers of both Desk and Cabinet are locked with the roll top. In connection with either of the Cabinets shown, this is the best and most complete, as well as one of the handsomest Office Desks manufactured. The back of both Desk and Cabinets is finely finished.

Special Office Desk, with Combination Cabinet of six Shannon and two U. S. Document Drawers on top. All locked with roll top. Height of Desk, $50\frac{1}{2}$ inches ; of Cabinet, $15\frac{3}{4}$ inches ; length of Desk, $48\frac{3}{4}$ inches.

Combination Cabinet, of four Shannon and eight U. S. Document Drawers, for desk like shown above. Height, $20\frac{1}{2}$ inches ; length, 48 inches.

Glendale * System * of * Cabinets.

The Glendale system of Cabinets is intended to meet the wants of parties who do not desire to purchase at once a Cabinet of sufficient size to provide for future increase of business, but prefer to purchase a small Cabinet suited to their immediate wants, and to which they can add other sections as needed. The workmanship and finish of these Cabinets are *excellent*, though not equal to that of our finest Cabinets made in the regular way. The price of the first section, with base attached and fancy, removable top, is but little less than for a Cabinet of the same number of drawers made in the regular way, as it is additional trouble to make the top in a manner that will admit of its being removed; but prices of additional sections are considerably less in proportion, as they are without either base or fancy top. We can furnish sections for binding cases; also for letter-press, blotter-bath, and copy-books, and will make to order sections for other purposes when desired. Prices furnished on application.

Eight Document Filedrawer Cabinet, with Base attached, and removable Top. We can furnish these Cabinets containing either United States or Lang Document Files.

Eight Document Filedrawer Trunk or Section, without Base or Top. We can furnish these containing either United States or Lang Files.

Eight Shannon Filedrawer Cabinet, with Base attached and removable Top. We also have trunks or sections same as above, but without Base or Top.

Cabinet of Three Sections, composed of Cabinet of eight Document Filedrawers, like shown in first cut on opposite page, with trunk of eight Document Filedrawers, like shown in second cut, and trunk of eight Shannon Filedrawers added to it. The top is removed from first Cabinet and placed on top of last trunk added, thus making the complete Cabinet as shown. The sections are securely fastened together.

Shannon ✧ Letter ✧ and ✧ Bill ✧ File.

A statement of the advantages of the Shannon Letter and Bill File is an "oft-told tale" to many thousands, it being familiar to the commercial world of the western and a large portion of the eastern hemisphere, but it is an article of such intrinsic merit that its advantages should be known to every one having even comparatively few letters, bills, or other papers that they wish to preserve. On page 12 we give a number of "Reasons Why the Shannon Methods of Filing Papers are *Preferable to Others*."

This invention marks an era in the history of filing devices, and, like all inventions of rare merit, many imitations were put on the market immediately upon its introduction. The validity of the Shannon patents was sustained October 31st, 1881, in the Circuit Court for the Northern District of Illinois, the Court holding that paper-files having two parallel curved or arched wires operating together as one, to open and close, and to meet two fixed and parallel receiving or puncturing wires, were infringements of those patents.

The great value of the Shannon Filing Devices has also rendered their application to a Cabinet a complete success for a large correspondence.

To meet an urgent demand, the present owners and manufacturers were led to also manufacture attachments for compressing the papers, which have become very popular. The new C. C. Cover, shown in above cut, is a marvel of utility and simplicity. It may be used on any Shannon File, and adds, considering its great value, but little to the cost of the ordinary File. The C. C. Cover consists of a pressboard sheet, with a tinned upper end, to which is attached a metal slide slotted to an angle of thirty degrees, and operating freely on a rivet-shaped pin. To compress the papers and lock the File, you press downward on the metal part of the cover, and push the slide to the left as far as it will go; to unlock the File, push the slide to the right.

Manner of Using the Shannon File.

With left hand slip the sheet as far as it will go between the lips of perforator; with right hand press the handle of perforator downward—position of hand shown in Fig. 1.

Under desired letter of index insert hand, passing all above it over nicked arches; press outward the movable part of either arch, and file sheet on hollow standards.

Care should be taken in perforating wide sheets that when filed they do not cover letters of index. A gauge mark is provided near right-hand edge of File.

In filing or examining papers, do not try to pass too many over the arches at once.

Fig. 1—Shows how papers are perforated.

Fig. 2—Shows File open and manner of removing a paper from File or Cabinet Filedrawer.

Fig. 3—Shows manner of referring to papers on the Shannon File.

Fig. 4—Shows how papers are transferred from File or Cabinet Filedrawer to Binding Case.

Manner of Using the Shannon Binding Case.

When the file is filled, remove contents to Binding Case, as follows:

Remove from Case the book fitting into same; press down and outward on the loop of transfer wire, and withdraw same from tubes of tin binder. Having passed the cover over nicked arches of file, open arches and insert transfer wire into hollow standards. Remove contents of file (as shown in Fig. 4), holding papers in position by means of transfer wire; then insert transfer wire into hollow tubes of binder, the papers passing over the tubes, and fasten the catch as before. (See Fig. 5.) Now replace the book in the Case, lettering the back of book appropriately, and making proper entry on cover of file.

Fig. 5—Shows papers after being transferred to Binding Case.

Fig. 6—Shows closed Binding Case.

The * Universal * Loose-Sheet * Cabinet.

(PATENTED.)

The Universal Loose-Sheet Filedrawer.

The Universal Loose-Sheet Cabinet, showing drawer suspended.

We do not recommend this plan for filing letters, bills, or other papers of importance, but we have found that some concerns have papers, such as circulars, price lists, catalogues, cards, and unimportant memoranda, that they wish to dispose of quickly, but which if lost or mislaid would be a matter of little consequence. For the rapid disposal of papers of this character the Universal Loose-Sheet Cabinet is superior to all others now in use except the Shannon.

The chief advantages of this over other loose-sheet systems are that the contents of the Filedrawers of a Cabinet can be examined *without the removal* of the Filedrawers from their

openings, and the device for compressing the papers being superior to anything heretofore introduced. As convenience of reference is what is designed to be secured by all systems of cabinet filing, any one familiar with the subject must at once admit that a loose-sheet system in which the Filedrawer may be suspended from its opening so as to permit a ready examination of papers, or *may* be removed to a desk or table for examination, is far superior to a similar system in which it is necessary to *always* remove the Filedrawers and carry them to some convenient place in order to get at their contents. This Cabinet is also made with a locking-attachment similar to that shown on the regular Shannon Filing Cabinets. While being superior to any Loose-Sheet Cabinet in the market, it is just *as cheap*.

THE GREGORY

Combination * Draft, * Check, * or * Note * Protector.

The Gregory Combination Draft, Check, or Note Protector provides ABSOLUTE PROTECTION against FORGERY OR ALTERATION.

We desire to call the attention of bankers and business men generally to the above as a perfect safeguard against the alteration of any monetary instrument. A five-tumbler machine indicates from one dollar to one hundred thousand, and there are over twenty-five thousand changes in each machine. One operation showing only five holes through the body of the instrument, through which the genuineness or fraudulence of the same is apparent ONLY TO THE HOLDER OF THE KEY.

This machine, with full instructions, will be sent to any responsible party on approval.

The * Birckhead * Portfolio * Cabinet.

Birckhead Portfolio Cabinet, containing eight Drawers. Shows Drawer suspended and manner of referring to drawings, etc.

These Drawers, of which we are the sole manufacturers, are extensively used by the U. S. Patent Office, and meet with universal commendation. They are especially adapted to the wants of patent attorneys, architects, and railroad offices. The Drawer is drawn out, suspended by slides, and is turned down to the angle shown in the engraving above, thus affording the most convenient reference possible for large drawings, plans, maps, etc. The construction and attachments of the Drawer are fully covered by letters-patent. Where desired, we can furnish them in a cabinet in combination with our other cabinet files.

Fig. 7—Standard File, with Pen Extractor.

Fig. 8—Single-Arch File.

The Files shown by Figs. 7 and 8, are intended for the filing of slips and papers of little consequence. Their advantages, over others for a like purpose, are that any paper may be removed with ease without changing the order of the others, and as easily replaced.

The novel feature of the File designated by Fig. 7 is the Pen Extractor. Old pens may be removed by means of it without placing the ink-covered pen between the fingers, as is commonly done.

The * Shannon * Pamphlet * Binder.

Nothing is more annoying than to be unable to lay hands on a magazine or other pamphlet when desired. This is, however, often the case, especially when we wish to send our magazines to the bookbinder. Some one or more is missing. Hence, the desirability of a Binder, which enables one to bind each number as received, WITH EASE AND WITHOUT MUTILATING THE MAGAZINES. This want the Shannon Pamphlet Binder supplies. By its means the *thickest* magazine may be bound in an instant, and will open in the center perfectly. Each magazine or other pamphlet is held in place by an automatic catch.

For temporarily binding Harper's, The Century, The Atlantic, and other magazines of this kind, nothing superior can be procured.

For permanently binding miscellaneous pamphlets, such as catalogues, trade lists, etc., it is invaluable.

These Pamphlet Binders are made in several styles of binding, but we only keep the popular cloth style in stock. Binders of any size, and in any style of binding, are made to order. A fair illustration of them is given below and on preceding page.

Among the advantages, over others, derived from the use of this Binder, are the ease of binding magazines and pamphlets, and their freedom from mutilation.

Below we give sizes and a list of the magazines they are intended to hold :

No. 15—Size, $10\frac{3}{4} \times 8\frac{1}{2}$ inches.

Popular Science Monthly.
Macmillan's Magazine.
Blackwood's Magazine.
Dio Lewis' Monthly.
Century Magazine.
Atlantic Monthly.
Peterson's Magazine.
Nineteenth Century.
Literary Magazine.
Electric Magazine.
London Quarterly.
Chambers' Journal.
The Wheelman.

North American Review.
Littell's Living Age.
Cornhill Magazine.
St. Nicholas.
Harper's Monthly.
Godey's Ladies' Book.
Lippincott's Magazine.
Contemporary Review.
Ballou's Magazine.
London Lancet.
Princeton Review.
Westminster Review.
The Manhattan.

No. 20—Size, $17\frac{1}{2} \times 12$ inches.

Puck.
Judge.

Scientific American.
Harper's Weekly.

The * Shannon * Sheet-Music * Binder.

Sheet-music holders and similar devices are not new, but a Binder which renders it possible for persons to bind their own sheet music as soon as received, that opens better than if the music were regularly bound, that permits of the removal of any piece at pleasure, without mutilating it or disarranging the other pieces, never was known until the invention of the Shannon Sheet-Music Binder, which is to-day the most popular article of its kind. It is a permanent Binder, as old music may be removed and readily substituted with new.

Sheet music being expensive, and liable to be torn if not carefully handled, it is desirable to keep it in good condition, and no better means is afforded than the Shannon Sheet-Music Binder.

For sheet music worn out at the fold, a so-called false back is made, which enables persons having worn-out music to make it as good as new, at a very trifling expense.

The cover is of strong, handsome cloth, beautifully embossed, and lettered in gold, as shown in above illustration.

These Sheet-Music Binders are highly recommended by teachers of music and others having much to do with sheet music.

Full directions accompany each Binder.

Metal * Public-Record * Book-Shelves.

The necessity for an improvement in the means of holding record-books has led inventors to devise various improvements in the old-fashioned upright wooden receptacles that exist in most public offices. It was found after years of experience that when a record-book stands on its end, not only is the binding injured each time the volume is removed from its place, but the threads with which the sections of the book are put together, become loosened and worn in consequence of the sagging of the paper from its own weight.

Moreover, it has been found that if a fire takes place in the building or vault in which the books stand on end in wooden receptacles, the books are generally all destroyed, because they do not form a compact mass of paper, but have air spaces between the leaves which render them inflammable.

It has been discovered that if books lie flat on their sides, it is almost impossible that they burn up, as they form a compact mass.

In consequence of this, book-shelves have been constructed of wood to permit the placing on them of books in this manner, instead of in the upright position referred to.

Our Metal Public-Record Book-Shelves are a great improvement upon all other forms of book-shelves heretofore constructed. They are made of iron and steel, and are for all practical purposes fire-proof.

The following summary of their advantages will show why they are preferable to any other style of shelf.

First—Each shelf is provided with a series of metal rollers on which the books run so smoothly that they are not wrenched or worn in the necessary, frequent, and continuous handling to which they must be subjected, as is the case with other book-shelves.

Second—The rollers extend across the opening the full length or width, supporting all parts of the book, which rests evenly upon them, so that there is no sagging of the book.

Third—The rollers are not made of wood (as are those of some other shelves), which becomes swollen and renders them practically useless where buildings are heated by steam;

(Continued on page 48.)

Metal Public-Record Book-Shelves. Three hundred shelves. Style No. 2.

Metal Public-Record Book-Shelves. Three hundred shelves. Style No. 2.

nor are they made of cast iron, rough at the moulding joints and not round. The rollers are made of best quality of round tubing and the bearings of smooth-rolled steel.

Fourth—The cases are made of steel plate and cold-rolled iron, the finish of best quality Japan, baked in an oven. The mouldings are of polished brass. The workmanship is first-class throughout.

Style No. 2—With two full-length rollers, and two smooth plate-shelves a little below top line of rollers. With dust-protector on the under side, of sheet iron, full size of shelf.

Style No. 3—With three full-length rollers. The frame of cold-rolled iron, five-eighths of an inch wide, and one-eighth of an inch thick. This style is used in cases of both metal and wood, and where desired is sold separately, admitting in some instances of the cases being built by local contractors, but using our shelves.

Fifth—Should a fire take place in a vault, no damage will be done the books beyond scorching the outside, at the most.

Sixth—The chances for such a fire are reduced to the minimum by use of this incombustible furniture in the vaults instead of inflammable light woods.

Seventh—Economy in the use of practically indestructible material, good for all time, instead of stuff liable to be damaged by heat or moisture, and sure to wear out,

Rapid * Roller * Damp-Leaf * Copier.

The importance of keeping copies of every paper sent out from an office, which has any bearing upon one's business, is becoming more and more fully understood. Errors, resulting from a neglect of this precaution, have taught many business men to go even so far as to copy receipts, checks, drafts, notes, and other papers not ordinarily copied. The reason why *fac-simile* copies of papers are not more generally made is, that the ordinary process is slow, tedious, and expensive. The time necessary to unscrew the letter-press, take out the book, turn to the proper page, dampen the sheet, remove the surplus moisture, insert the paper, close the book, put it in the press, and get the necessary pressure, makes it really impracticable in many cases—such as that of persons waiting for the original, and in a hurry, or at the near approach of mail-closing time.

By means of the new Rapid Roller Damp-Leaf Copier, instantaneous damp-leaf copies of any writing can be secured by merely turning a crank. What would take an hour to do with the ordinary letter-press can be done with this new Copier in a few minutes. This feature alone must commend it to business houses sending out a large number of papers; and if sent out by mail, no delays need be occasioned, as nearly one hundred papers can be copied in two minutes. The copies are made on a continuous web of paper, which is cut up by an apparatus for the purpose in any desired size, and filed away with papers received. Correspondence to and from different sources is filed by itself in such a manner that anything may be instantly referred to, instead of having first to use an index, and then leaf a letter-book, with the result of many times not finding what is wanted.

This Copier is invaluable, not only in mercantile and public offices, but also in banks, insurance and real estate agencies, and in hotels for the convenience of commercial patrons.

Copiers for Attorneys-at-Law.

Every lawyer knows the desirability of keeping *fac-simile* copies of all manuscript having any bearing on the business of his clients. The Patent Roller Damp-Leaf Copier affords attorneys, especially, a convenience, the value of which they cannot fail to readily recognize. By merely turning a crank for each copy, they can secure several very excellent *fac-simile* office copies of complaints, answers, briefs, and other papers now ordinarily copied by hand.

Diagram showing position of paper, water tank, and the different rollers.

The following is a summary of some of the advantages of this system of copying over the old.

First—The Copier is always ready for work, and the copying is done instantaneously.

Second—Six legible copies may be taken from one writing when done with a type-writer. If with a pen and good copying ink, twelve legible copies may be taken.

Third—The rolls of copying paper cost one-third the price of copying books with the same copying capacity.

In every well-regulated office, the desirability of saving time by the use of writing machines is generally admitted. A much greater percentage of time is saved by this new system of copying, and if looked at in the light of an investment, is the best that any business house sending out many letters, bills, or other papers can make.

In construction, the new improved Copier is a model of mechanical ingenuity and skill.

If necessary, all of the rollers, the feeding shelf, paper cutter, water tank, etc., can be removed without using a tool of any kind, and can be replaced in the same manner, and copying commenced at once without readjustment of the rollers.

Instead of a direct screw-pressure on the copying roller, we have a combination screw and lever adjustment almost as fine as the adjustment of a microscope.

When the Copier is not in use, the pressure on the copying roller can be instantly and entirely removed by simply throwing back the cam lever which is attached to the adjustment levers; this prevents flattening of the rollers.

If it is desired to copy any portion of a letter or other paper without copying the whole, it can easily be done by using the cam-lever adjustment.

Full directions sent with each Copier.

The Rapid Roller Damp-Leaf Copier in use.

THE JEWELL

Automatic * Adjustable * Shelving

has great advantages over not only the old styles of wooden shelving, but also over any other improved kinds. It is *not necessary to take it apart* when it is desired to change the spaces between the shelves, as is the case with some other styles; nor is it necessary to unscrew the supports, move the shelf to the desired place, and then spend considerable time in screwing the supports to the uprights again and getting the shelves in alignment, as has to be done with some kinds of adjustable shelving. The Jewell Shelving can be raised or lowered at pleasure, without using a tool of any kind, and in many cases WITHOUT HAVING TO REMOVE THE GOODS FROM THE SHELVES. The *automatic catches* of the different styles of shelf supports are STRONG and RELIABLE, and the upright supports are of T-shaped WROUGHT IRON, which is well known to mechanical engineers as being one of the *strongest possible forms*. All of the styles of this shelving are shipped in "knock-down" shape, thus obtaining cheap rates of freight. It is easily put together, easily taken apart, and when removed does not leave the wall *all disfigured* as other kinds do.

Style No. 1—Showing detail and line of Shelving.

This style of shelving gives the *greatest possible amount of shelf space*, as there are no uprights at the front and no upright divisions. Each one is a continuous shelf with the whole

top surface available for goods. This style (No. 1) is especially adapted for furnishing goods, jewelry, millinery, and cigar stores, and for other uses where the articles to be placed on the shelves are light weight, but it is *not intended for heavy goods*. The upright supports and automatic catches are of the best quality of wrought iron, the brackets of cast iron, and the shelves of cherry, walnut, oak, or ash.

Style No. 2—Showing detail and line of Shelving.

In this style of shelving the upright supports are *at the front* and are sustained at the top by angle braces attached to the wall in the manner shown. The whole weight of the shelves and contents is thrown TOWARD THE WALL, thus giving FAR GREATER STRENGTH than can be obtained with light shelving in any other way, and preventing any possibility of the shelving becoming detached from the wall by the weight of goods placed upon it, as sometimes happens with the ordinary kinds. It is adapted for all kinds of store purposes, for public libraries, and many other uses where *strength, neatness of appearance, and ease of adjustment are desired*. Each one is a continuous shelf, and with the exception of the very small space occupied by the upright supports, the whole surface of the shelves is available for goods. The upright supports, braces, automatic catches, and bands attaching brackets to the upright supports are of the best quality of wrought iron, the brackets of cast iron, and the shelves of cherry, walnut, oak, or ash, or of *wrought iron*, and with the latter the shelving is ENTIRELY OF METAL, and thus specially adapted for use in *fire-proof buildings*.

Style No. 3—Showing part of line of Shelving.

This style of shelving can be used on store bases similar to those shown in engravings of styles No. 1 and No. 2, or it can be attached directly to the floor, as shown in the engraving above. It can be set against a wall and attached to it by angle irons, or set out in a room as shown above, and be accessible from both sides. The shelf supports, which are a continuous band, are of the best quality of wrought iron, as are also the automatic catches, upright supports and cornice. Fig. 1 shows a continuous shelf of wood; these can be furnished in either cherry, walnut, oak, or ash. Figs. 2, 3, and 4 show shelves of wrought iron; these are rounded at the front edge and turned down at the back and ends. Slots cut in the turned down part of the ends pass over lugs attached to the sides of the shelf supports. The metal shelves can easily be attached to or removed from the shelf supports. Fig. 3 also shows the position of the automatic catches when released. These shelves have two upright supports to each set of shelf supports, and are capable of sustaining great weight. They are intended for heavier classes of goods than styles No. 1 and No. 2.

Complete price list with full instructions for estimating cost of a set of shelves of either style, furnished on application.

Schlicht's * Standard * System * of * Indexing

is the most perfect means of rapid reference to names extant. The object proposed in devising this system was to furnish the best possible means of reference to names, however large their number. The conditions most favorable to the instantaneous finding of any name among many, are best observable in the arrangement of the directory, the lexicon, and the encyclopædia. It was found that a result analogous to that produced in this arrangement was obtainable by the distribution of names into groups, distinct from one another, and containing only as many names as would readily permit of the recognition of any one of their number.

To devise a system of indexing, therefore, by means of which names could be thus grouped or divided, and which would be applicable to 1,000 names as well as 1,000,000, meant the solution of this problem. To this end it became necessary to fix upon certain alphabetical modes of grouping, or dividing, adjustable to any number of names. The alphabetical peculiarities of both surnames and given names were found to be the only means by which names could be thus grouped, or divided, in conformity with the main design, namely, *to afford instantaneous reference to the name sought*, which, kept constantly in view, led to results exceeding the originator's most sanguine hopes.

Schlicht's Standard System of Indexing, then, consists in the arrangement of names in groups, or classes, according to surname and given name peculiarities, and the forms of Indexes known as Schlicht's Standard are the embodiment of this system in convenient forms of books, applicable to almost every use to which Indexes may be put.

The grouping or classifying of names referred to, is based upon the general average of names in the populous cities of the countries where the Indexes are to be used; and in making computations a liberal allowance is made for possible deviations from the average. The mode of grouping, or classifying names, is, in brief, the following: Having ascertained the average proportion of surnames beginning with the different letters of the alphabet to the number of names an Index is intended to hold; and having made the necessary allowance for the possible deviations referred to, we proceed to divide each letter into as many parts as are needed to carry out the design—thus, for from 60,000 to 90,000 names, we may divide surnames beginning with A into 156 groups, or classes (depending on the form of book), by assigning space for surnames beginning with Aa, Ab, Ac, which would include such names as Abbey, Acker, Acton, etc., and by assigning the proper average space to such of these names the first letter of whose given name is A or B, to those the first letter of whose given name is C or D the same, and so on with surnames having different given name initials, as is more fully shown in the illustrations of the Tabular and Side-Cuttings forms.

In this manner, instead of looking among all the Smiths for John Smith, we make it possible to look at the group of names composed of J. Smiths only (or, as in some of our most elaborate Indexes, we particularize even more).

We can, by following out this mode of grouping, make Indexes in which to transcribe the contents of other Indexes, or records, having spaces exactly corresponding to the peculiarities of the names appearing on the books to be transcribed.

Schlicht's Standard System of Indexing is embodied in two forms of books—the Tabular and Side-Cuttings. The Tabular form is for from 25,000 names to 1,000,000 or more, and is intended chiefly for public offices. The Side-Cuttings form is preferably made for from 500 to 25,000 names, and is intended chiefly for commercial purposes.

SUB. DIVISIONS.		NAME.	PAGES.	ADDRESS OR REMARKS.	SUB. DIVISIONS.	NAME.	PAGES.	ADDRESS OR REMARKS.
Ba	A B	Albert Cuyper	36 93	Chicago	M NO PQ R 4 Excluded under	Robert Butts	432	Sturford
ab	C D	Daniel Butcher	247	Rochester N.Y.		Peter Butler	825	Augusta Me
cd	Extended under	Charles Buringer	85	Buffalo		Norman Byram	617	Washington D.C.
de	—	David Butten	414	New York				
ef	—							
fg	—							
gh	—							
hi	—							
ij	—							
kl	—							
lm	—							
no	—							
op	—							
pq	—							
rs	—							
st	—							
tu	—							
uv	—							
vw	—							
xy	—							
yz	—							
Be	—							
ab	—							
bc	—							
cd	—							
de	—							
ef	—							
gh	—							
ij	—							
kl	—							
lm	—							
no	—							
op	—							
pq	—							
rs	—							
st	—							
tu	—							
uv	—							
vw	—							
xy	—							
yz	—							
Bz	—							
Br	—							
ac	—							
ce	—							
il	—							
Br	—							
oy	—							
Es	—							
Bu	—							
ab	—							
bc	—							
cd	—							
de	—							
ef	—							
gh	—							
ij	—							
kl	—							
lm	—							
no	—							
op	—							
pq	—							
Bu	—							
st	—							
tu	—							
vw	—							
xy	—							
yz	—							
By	—							
Bz	—							
Br	—							
ac	—							
ce	—							
il	—							
Br	—							
oy	—							
Es	—							
Bu	—							
ab	—							
bc	—							
cd	—							
de	—							
ef	—							
gh	—							
ij	—							
kl	—							
lm	—							
no	—							
op	—							
pq	—							
Bu	—							
st	—							
tu	—							
vw	—							
xy	—							
yz	—							
By	—							
Bz	—							
Br	—							
ac	—							
ce	—							
il	—							
Br	—							
oy	—							
Es	—							
Bu	—							
ab	—							
bc	—							
cd	—							
de	—							
ef	—							
gh	—							
ij	—							
kl	—							
lm	—							
no	—							
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Explanatory.

The letters of alphabet shown by right-hand cuttings have the same meaning as in an ordinary Index.

The lettering shown by left-hand cuttings stands for the first part of surnames, or corporate names. As will be seen from the cut on opposite page, the letter B is divided according to the first two or three letters of same; each page is lettered to correspond with the names to go thereon. The capital letter B stands for the first letter, the following for the second, and those below for the third letters.

The letters occurring at different intervals on the page stand for the first letters of the given name, or first letter of second part of firm or corporate name, having no given name.

A few examples will illustrate this. Take the first name on page, Albert Buyer, the lettering containing the three letters corresponding to Buy in Buyer, that name belongs on that page. It is written in the subdivision marked $\begin{smallmatrix} A & B \\ C & D \end{smallmatrix}$ the A in which corresponds with A in Albert.

On the same page, and in the same subdivision, are also indexed such names as Bushannan & Co., the C in the subdivision $\begin{smallmatrix} A & B \\ C & D \end{smallmatrix}$ standing for Co.; also Byrnes, Dugan & Hudson, the D in the same subdivision standing for Dugan.

Facility of reference may be increased by writing firm and corporate names from bottom and individual names from top of subdivision, as shown in cut.

The blanks under the heading "Extended Under" below the subdivision letters are seldom used. They are intended for use when a subdivision is filled, which rarely happens. They also make it possible to fill every line on the page without disturbing the ease of reference. In extending subdivisions the following directions are observed: Write names on same page in any subdivision having available space. But write in the narrow column to the left of said names, the number of the subdivision to which the same belong; and in one of the spaces under the head "Extended Under" write the number of the subdivision to which the names are carried. This permits such names to be readily found.

List of Side-Cuttings Indexes Kept in Stock.

- No. 1, for 600 names, size of page $5\frac{1}{2} \times 12\frac{3}{4}$, single column names.
- No. 4, for 1,200 names, size of page $8\frac{1}{2} \times 14$, double column names.
- No. 5, for 2,000 names, size of page $8\frac{1}{2} \times 14$, single column names, space for address.
- No. 7, for 3,000 names, size of page $8\frac{1}{2} \times 14$, single column names, space for address.
- No. 10, for 4,000 names, size of page $8\frac{1}{2} \times 14$, double column names.
- No. 11, for 5,000 names, size of page $8\frac{1}{2} \times 14$, single column names, space for address.
- No. 14, for 6,000 names, size of page $8\frac{1}{2} \times 14$, double column names.
- No. 15, for 7,500 names, size of page $8\frac{1}{2} \times 14$, single column names, space for address.

Style of binding—cloth sides, leather back and corners.

To meet the demand for Indexes of the capacities enumerated, we make them in large quantities, and give our customers the benefit in low prices. Correspondence respectfully solicited. These Indexes sent anywhere on approval.

Indexes * to * Deeds, * Mortgages, * Judgments,

AND OTHER PUBLIC RECORDS.

The custodians of public records throughout the world cannot fail to acknowledge the necessity of a more ready and certain means of reference by names to particular records than the ordinary mode of indexing affords. Hours of valuable time are frequently consumed in hunting for names, that it would take but an instant to find, were Schlicht's System of Indexing in use. In hundreds of counties in this country the public records cannot be intelligently consulted when a title to property is to be verified. Private individuals, in these counties, furnish all the abstracts of title, they having first gone to large expense to make copies of the records, and arrange conveyances according to the location of the property. The private abstract offices fill a want; but it should be possible to consult all entries in the public record-books, quickly, by reference to names merely. With the present mode of indexing, the reason, of course, is that such a process is too laborious, and that there would be too great liability to oversights.

Indexes by names must be kept in every public office, and as they are kept to facilitate reference, that system which affords the most ready reference, and which, at the same time, is free from all complications, must be the best for the purpose. The longer a county continues on the old plan, the harder and the more expensive will it be to change. As a matter of public convenience, it is economy for a county to have its old Indexes transcribed to improved ones—and the *most improved* will be found the *most economical*. It is believed by many that an Index by names, instead of by property, is not of itself sufficient to make an abstract of title. This, however, is merely held by those who have never given the subject study. The truth is that with Schlicht's System of Indexing, the making of abstracts is more rapid than by any other method now known, and the publishers are ready to substantiate this assertion by any tests, no matter how severe, that may be imposed upon the system. Indexes, moreover, are frequently consulted for the purpose of ascertaining what property, according to the records, a certain person may have, what mortgages there are against it, and what judgments, if any. Should not the public records show this readily? And yet, in seven-eighths of the counties of this country, it takes hours, and sometimes days, of hard work, to get this information, when, with Schlicht's System of Indexing, it might be done in a few moments.

The simplicity of the Tabular form of Indexes cannot fail to strike one. A great advantage is that a person wholly unfamiliar with the system, who can find a name in a directory, can, without any difficulty, find a name in these Indexes.

Among the salient features of excellence in the Tabular form of these Indexes is their great durability. There is no unnecessary leafing. You turn instantly to the name sought. There are no tags to be pulled off, nor cuttings to be worn out in handling the books. These are features which should not be overlooked in books intended for miscellaneous inspection.

"How many volumes do we need?" This is frequently a very perplexing question, when not viewed from the proper standpoint. We might answer, "One volume to the alphabet will do you for each party; that is, one for Grantor, one for Grantee, one for Mortgagor, one for Mortgagee, and so on; or one for Judgment Debtor, and one for Judgment Creditor." But such volumes would soon be filled up, and in a short time, if this were continued, it might be necessary to look in five or six volumes for information which, if a set of Indexes with five volumes to the alphabet were used, might be found instantly on turning to the proper place in *one* volume.

GRANTOR	GRANTOR	GRANTOR	GRANTOR	GRANTOR	GRANTEE	GRANTEE	GRANTEE	GRANTEE	GRANTEE
A-D	E-J	K-M	N-S	T-Z	A-D	E-J	K-M	N-S	T-Z

The above is a diagram of such a set. A moment's reflection will show the advantage of having a set covering a period of years. But many will say, "How are we to index when we have so many books?" There are several ways: from the record-books themselves; from the papers, when no "reception-book" is kept; from the "reception-book;" and from the temporary Indexes kept in many offices. The indexing should, of course, be carefully compared periodically. It is certainly short-sightedness to begrudge a little additional labor in indexing, when the advantages secured are so great. We show the above diagram only as an example, as we make sets of Indexes of from two to sixty-four volumes.

REASONS WHY

Schlicht's * Standard * System * of * Indexing

IS SUPERIOR TO ALL OTHERS.

First—It permits of readier reference to names than others.

Because of the many distinct and separate groups into which names are distributed.

Because of the correct adjustment of divisions and subdivisions to the relative frequency of different names.

Because of the simplicity and comprehensiveness of the divisions and subdivisions.

Because of the familiar appearance which names present on the Indexes.

Second—It is equally valuable in the counting-room and the public office, for a large or a small number of names.

Because of the adaptability to different uses of the forms of books in which it is embodied.

Because of the adjustability of its divisions and subdivisions to any number of names.

Because of the readiness with which it is understood.

Third—It is more economical than any other.

Because of the time and labor saved in looking for names.

Because the time and labor spent in writing up the Indexes *best* secures the object for which indexes are kept.

Explanatory.

The foregoing example shows Tables such as are placed in the front part of Indexes, designed for a large number of names. An Indexing Tablet, consisting of separately mounted Tables, is furnished with each Tabular Index, for convenience in indexing.

Directions for Indexing. (Tabular form.)

The manner of indexing is so simple that no directions, beyond a few examples, are necessary. To find page on which to index Edward Adams, look in the column E (first letter of given name), opposite Ad (first letters of surname), page 13. To find page for Charles Allen, Charles Alden & Co., or Daniel Alling, look in column C D, opposite Al, page 33. In a firm or corporate name, having no given name, the second capitalized part determines subdivision same as given name. Thus it will be readily seen that on the same page with Charles Allen should be indexed such names as the following: Allen & Co., Alling & Campbell, Alling, Cole & Co., Albany Commercial Co.

Side-Cuttings Indexes for the Counting-Room.

We keep in stock a full line of Side-Cuttings Indexes, ruled and printed in such a manner as to meet the general want (see list on page 57). The binding, ruling, printing, and paper of these Indexes are excellent, due attention being paid to durability.

These Indexes are made of cap size paper. Nos. 5, 7, 11, and 15 have space for "Address or Remarks." We make these Indexes with capacity for 2,000, 3,000, 4,000, 5,000, 6,000, and 7,500 names, and make a large allowance of extra space for possible deviations from the average of names.

When the ruling of a particular style of Index does not suit your business, we make

Side-Cuttings Indexes to Order,

the same size paper, and the same capacity, at a slight advance on the regular prices. In such cases, a sketch of what is wanted should always be sent, and we will promptly give an estimate of the cost.

Pains are taken to have these special Indexes well bound. The lettering shown by the Side-Cuttings is, when desired, stamped in gold on a strong red leather, which is given several coats of varnish, so that the lettering will not rub off by use.

The different capacities that these special Indexes are made for, principally, are 7,500 and 15,000 names, 10,000 and 20,000 names, 17,500 and 35,000 names, and 25,000 and 50,000 names.

This form of Index is adapted to all uses except in county offices, for which purposes, on account of its greater durability, we recommend our Tabular form.

Other Uses for Schlicht's Indexes.

Besides general business uses, these Indexes are valuable for water departments, cemetery associations, insurance companies, benevolent societies, gas companies, railroad companies, abstractors, clerks of courts, government departments, poll lists, and other like uses.

Office * Desks.

No. 180—Office Table. 30 x 56 inches ; billiard cloth or polished wood top ; walnut or cherry. Also made 3 feet, and 3 feet 6 inches wide, and 5 feet, 5 feet 6 inches, and 6 feet long.

No. 150—High Curtain Desk, 42 x 66 inches ; has all the conveniences of No. 140, and in addition, a sliding stationery case for all sizes of writing paper, envelopes, and inkstand ; a lock-box, with swinging mirror in the door ; pigeon-holes in the top adjustable to over 1000 different arrangements ; very roomy, no finer Desk made ; walnut, cherry, or mahogany.

No. 151—42 x 72 inches ; like No. 150.

No. 148—36 x 60 inches ; pigeon-hole case above the table.

No. 149—36 x 66 inches ; pigeon-hole case above the table.

No. 6—Flat top, finished back, eight drawers, with lock and key to each, and closet in back. Top covered with billiard or enamel cloth. Size 50 x 30 inches.

No. 8—Like No. 6, except that it is 46 inches wide and has drawers on the reverse side same as in front. May have book rack on either hand instead of drawers.

No. 160—Single Flat Top Desk. 36 x 60 inches.

No. 161—36 x 66 inches.

No. 162—36 x 72 inches.

No. 163—42 x 66 inches.

No. 164—42 x 72 inches.

No. 165—48 x 72 inches.

No. 140—Low Curtain Desk, 36x60 inches, small drawers, adjustable pigeon-holes, and horizontal partitions are interchangeable, giving over 100 different arrangements; slides over each case of drawers, increasing table room; upper drawers have adjustable partitions; lower right-hand drawer arranged as a letter-file; lower left-hand drawer arranged for books, with adjustable partitions; paneled base, elaborately carved pilasters and handles, five-ply built-up top to prevent shrinkage, polished natural color or covered with billiard cloth; walnut or cherry.

No. 141—Same as No. 140. Size 36 x 66 inches.

No. 142—Same as No. 140. Size 36 x 72 inches.

No. 145 has raised beveled panels like No. 150; 36 x 56 inches.

No. 146 has raised beveled panels like No. 150; 36 x 66 inches.

No. 147 has raised beveled panels like No. 150; 36 x 72 inches.

No. 23—An elegant and exceedingly convenient Office Desk; slide at either side, small drawers for pencils, stamps, etc.; envelope drawer, adjustable pigeon-holes in top, curtain top, drawers all lock automatically. Size 30 x 54.

No. 26—Same. Size 36 x 60 inches.

No. 22—Curtain Desk. Finished back, five drawers in lower part, two in top. Pigeon-holes and filing case on right. Size 30 x 48 inches.

No. 22—Curtain Desk. Closed.

Special catalogue of Desks sent on application.

Testimonials.

We could fill a volume many times larger than our catalogue with list of users, and testimonials of our various goods, but limit of space compels us to omit list of names entirely and to publish but a very small number of testimonials. Upon receipt of enquiries from persons desiring to see any of our goods, or to learn of them directly from parties having them in use, we will cheerfully and promptly furnish names for reference.

Shannon Files and Cabinets.

From the Press Company, Printers and Publishers, Albany N. Y.

We value our Cabinet beyond price.

From F. C. Miller & Son, Druggists and Booksellers, New Philadelphia, O.

Your File is indeed perfection ; we could not do without it.

From C. P. Welles, Wholesale and Retail Dealer in China, Crockery, etc., Towanda, Pa.

I would not do without one of these Shannon Files for \$25.00.

From Schofield, Mason & Co., Manufacturers of Carpets and Yarn, Philadelphia, Pa.

To be brief and to the point, we consider it one of the most valuable additions to our office department.

From John T. Bailey & Co., Manufacturers of Bags and Bagging, Philadelphia, Pa.

It is a decided improvement over anything that the writer has either seen or used during the past thirty years.

From the Schmidlapp Live Oak Distillery Co., Cincinnati, O.

We are highly pleased with our Cabinet and do not hesitate to recommend same to parties having use for one.

From Penniman & Co., Jobbers and Dealers in Hardware, Asheville, N. C.

We are greatly pleased with the Cabinet, which enables us to get the details of our office in a manageable shape.

From Hoffman & Co., Sashes, etc., Philadelphia, Pa.

We cannot understand how a business house of to-day can get along without a Shannon Letter and Bill Cabinet.

From Oberne, Hosick & Co., Albuquerque, New Mexico.

Of the Cabinet File too much cannot be said. Ours is but a little one, but money could not buy it if it could not be replaced.

From R. O. Burton, Jr., Attorney-at-Law, Halifax, N. C.

The system is admirable, and I have never been so pleased with the keeping of my letters as since the adoption of your Files.

From Deputy Sup't. Department of Public Instruction, State of New York.

How to satisfactorily file my correspondence was both a problem and a perplexity until I used Shannon Cabinet Files. Now I am happy.

From A. T. Dolloff, Dealer in Meat and Provisions, Bradford, Mass.

I have one of your Bill Files and would not part with it for anything. It is the handiest, quickest, and best thing for the kind I have ever seen.

From Blair & Andree Co., Importers and Dealers in Crockery, etc., Milwaukee, Wis.

We have used the Shannon Cabinet for several months and are perfectly satisfied with it. In our opinion it is without question the best in the market.

From Henry C. Vedder, Baptist Review Association, New York City.

Your system seems to be absolutely perfect. I do not see how it could possibly be made better. I shall be glad to say a good word for it at every possible opportunity.

From Charles C. Curtiss, Manager Weber Music Hall, Chicago, Ill.

The Shannon Filing Cabinet purchased of you has given entire and unqualified satisfaction. We are happy to add our testimony to the large amount which you have heretofore received.

From the University of Kansas, Chancellor's Office, Lawrence, Kan.

The Letter-File Case sent by you is an ornament to the office, and promises to be invaluable in the systematic filing of letters and papers. I cannot see how we have done so long without it.

From the Vacuum Oil Company, Rochester, N. Y.

Our experience with your Cabinet and Copier at this office has been very satisfactory, as the order just given you for a Copier and Cabinet for each of our offices at St. Louis and Cincinnati will bear testimony.

From H. H. Warner & Co., Rochester, N. Y.

We have used the Shannon File and Cabinet in our business, and we must cordially commend them as perfectly satisfactory; just adapted to this hurrying-scurrying age when seconds are of as much value as hours were to our grandfathers.

From R. G. Dun & Co., Mercantile Agency, Buffalo, N. Y.

We enclose check in payment of your bill for Cabinet. We desire to say that we never paid a bill with more pleasure than this one. The Cabinet is a fine piece of work, and we are greatly pleased with its fine finish and workmanship generally.

From Williams & Hoyt, Shoe Manufacturers, Rochester, N. Y.

After a thorough test of the other systems in use, we consider that the Shannon system for filing business papers is far in advance of them all. If we knew that we could not obtain another, we would not part with our Shannon Cabinets for a number of times their cost.

From William Meggat, Seed Grower, Wethersfield, Conn.

The Cabinet and Base arrived on Saturday in good order. We are all very much pleased with it. It fills the bill, and is what we have needed a long time. After examining all the other Cabinets on the market, I am convinced there are none of them so well adapted to office work as yours.

From the Vacuum Oil Company, Chicago, Ill.

We have used in this office since January 1, 1886, the Shannon Cabinet and the Rapid Roller Damp-Leaf Copier. The same have given us good satisfaction, and we are particularly pleased with the method of filing the copies of the answers with the letters, as we find that considerable time is saved over the old method in referring to correspondence.

From J. F. Woollensak, Chicago, Ill.

It gives me pleasure to commend a thing of real merit, and that is what a trial of your Shannon Filing Cabinet proves it to be. I now have two in use in my office and shall soon place another for filing tissue paper copies, taken by your Rapid Roller Damp-Leaf Copier. Since we have become accustomed to the use of the Cabinet and Copier, we wonder how we ever got along without these two articles of time-saving, labor-saving, vexation-saving, office furniture.

From H. N. Hibbard, President Fort Dearborn National Bank.

We are much pleased with your several devices for the filing and easy handling of flat and folded papers. After a fair trial we are convinced your Shannon Filing Cabinet affords the best and most convenient method so far produced for preserving flat papers for quick reference. There are many other systems which are better than none, but we shall recommend the Shannon to our friends who ask our advice.

From Davidson & Martin, Attorneys, Asheville, N. C. (Hon. T. F. Davidson is Attorney-General of North Carolina.)

We have been using one of your Shannon Letter-Filing Cabinets for about a year, and take great pleasure in expressing our opinion in regard to it. We have had it in constant use and the longer we use it the more thoroughly are we impressed with its great value as a time-saver to *professional* men. Its saving in time and labor is inestimable, and its method of indexing perfect. We would not be without it for four times its money value; in fact, we consider it almost indispensable. As an evidence of our appreciation, one of our firm has ordered another for his private use.

From Rochester German Insurance Company, Rochester, N. Y.

We have in use in this office some two dozen Shannon Files, and find them a very great convenience. They have supplanted with us all other Files that we had previously used.

We take pleasure in referring to the Shannon Binding Cases and their usefulness when applied for the purpose of preserving daily reports in the home office of an insurance company. We have tried various methods of keeping our daily reports, and have not been thoroughly satisfied until we adopted the Shannon Binding Cases. We have now several hundred in use in this office, and are thoroughly pleased with the system.

From Cameron, Castles, & Storey, Wholesale Grocers, Waco, Texas.

We have used all the other leading Cabinets and while they are all good, the Shannon, in our opinion, is better. The system of abbreviation is complete. The arrangement of any and all papers securing the greatest possible convenience of reference at all times and without the removal of papers from the File; the suspension attachment permitting papers to be examined and distributed without removal of Filedrawers; thus precluding any possibility of loss, disarrangement or inconvenience while referring, handling or transferring (objections so frequently experienced in other Files) are a few of the various advantages the Shannon File possesses over others, and each and every feature is of inestimable value. We certainly commend the Shannon File to all offices.

From J. W. Niederpruem, Treasurer Bartholomay Brewing Co., Rochester, N. Y.

We take great pleasure in expressing to you our entire satisfaction with the Shannon Letter Filing Cabinet, which we bought of you last year. When we bought our old File about seven years ago, we thought it a great improvement on the previous ways of keeping the correspondence, but we must say that your File is in every respect superior, and we do not feel sorry having put aside our old cabinet, and replaced it by yours. We think that the feature of having all papers firmly held in place at all times, ought to establish the superiority of your Cabinet to every purchaser at the first glance. We had a great deal of annoyance with our former cabinet, because when a paper was looked for all the rest were disturbed, and considerable time lost in rearranging them.

Document Files and Cabinets.

From C. S. Crippen, Clerk Public Works, Albany, N. Y.

The Cabinet is satisfactory in every way, and a great improvement over our former method of filing papers.

From E. M. Grimes, City Clerk, Canton, O.

I am quite pleased with the U. S. Document Files, more so than I supposed. Their convenience is in the large number of papers each will hold, and readiness in finding the paper you wish.

From M. M. Kirkman, Comptroller Chicago and Northwestern R. R., Chicago, Ill.

Replying to your request, I take pleasure in saying that the vault fittings furnished by you are satisfactory. Your United States Document File (of which we have some eighteen hundred) I find a great convenience as compared with other modes of filing folded papers known to me.

From J. Clifford Gould, Clerk, Cincinnati, O.

The Files ordered for the new Court House are giving better satisfaction than I had any idea of. I knew they were a good thing when we contracted with you, but they have surpassed my expectations. I should be glad to have you refer any one to me that wants a Perfect File.

From B. F. Waples, Auditor Marion County, Marion, O.

Permit me to thank you personally as an officer of this County for having induced the Board of Commissioners to adopt your Files for the vaults in our Court House. We are all delighted with the Files and hardly know what we could do without them, they are so convenient and satisfactory in every particular.

From Wm. B. Keep, General Attorney Chicago and Northwestern Railway Co.

The fittings you have recently furnished for our vault in the new General Office Building, are fully up to the contract in quality, and we are well pleased with them. The U. S. Document Files are a great convenience over other modes of filing folded papers, as reference is quick and easily made; and your Compressor is an excellent device for reducing the bulk of papers, and for keeping them in good condition.

From C. R. Grant, Probate Judge Summit County, Akron, O.

In February last you sold me sixty Document Cases, for use in my Court. I have given them a fair trial and can confidently commend them as being all that is claimed for them. For convenience of handling, safety of contents, freedom from dust, neatness of appearance, and the ease and certainty with which documents stored in them can be found, I really do not see how they can be surpassed, or how I could do without them.

From C. P. Williams, Columbus, O.

Some six months since, Schlicht & Field Co., of Rochester, N. Y., placed one of their U. S. Document Filing Cabinets in this office, and I take pleasure in saying that it has proven entirely satisfactory, and would recommend these Files as superior to anything I have seen. No office having a large amount of papers and documents should be without a File of this character. It has been examined by a number of persons and pronounced the best in the market.

From W. C. Ransom, Deputy Commissioner of Railroads, Lansing, Mich.

I am in receipt of your letter of inquiry as to the merits of the Document File that you furnished for the use of this department. In reply, I have no hesitancy in saying, that for compactness and utility, it exceeds any device that has come under my notice in a business experience of thirty years. State departments having heavy files to which frequent reference and withdrawal of papers for purposes of consultation and copying are necessary, will find the File invaluable. The Files furnished by you for use about this capitol I learn are giving unqualified satisfaction.

From the U. S. Collector of Internal Revenue, Chicago, Ill.

I can cheerfully state that the 1616 United States Document Files you have furnished for Files Room 76, in the Government Building in this city, are excellent in the manner of handling papers; of great capacity, partly because of the compressing of the documents; and in workmanship, all that can be desired.

I can concur in the remark of our Inspector from Washington, of the United States Treasury Department, that the room mentioned is the best files room I have seen in any government building.

Yours truly,

R. STONE, Custodian.

From O. F. Bell, Traffic Manager Chicago and Northwestern Railway Co., Chicago, Ill.

The United States Document File and Cabinet (72 drawer and base) which you put up in this office calls forth very favorable comment from all who see it, both for its workmanship and its excellencies for the purpose of filing papers. As a system of handling folded papers it is unexcelled by any plan which has ever been used in this office or which I have ever seen. We find it a great convenience to handle papers with "titles up," and the compressing device on the File adds very greatly to the capacity, at the same time keeping the papers solid and in better shape. The Acme Lock device, used to fasten the sections of the drawers simultaneously, is a good thing.

From C. P. Chapman, Adjutant-General of Wisconsin, Madison, Wis.

The Document case furnished by you for use in this office is giving the most perfect satisfaction. I suppose your work, or in fact any work of that kind, will never have a more severe and exacting test than in meeting the demands of our office. The unusual size of the papers, the large number that each box must carry to afford a systematic classification of the regimental rolls, coupled with the fact that the papers are literally in constant use by my chief clerk, who lost his right arm (amputated at the shoulder-joint) in the wilderness, will, I think, fully justify my estimate of the severity of the test. As you are aware, I have had some experience with a cheaper grade of work in our County Court House, and have made a very careful investigation of the various office appliances in the market before giving you the order for this office, and I deem it simply justice to you to say that after months of experience I am satisfied with your work far beyond my most sanguine expectations, and no apparent economy in first expenditure would induce me to be satisfied with a system less perfectly adapted to its intended use.

Combination Cabinets.

From Augustus N. Summers, City Solicitor, Springfield, O.

I consider my Cabinet the finest piece of office furniture in the city, and the most serviceable law-office fixture I have ever seen. It has been very much admired; the workmanship is as you represented—first class—and I would not part with it for many times its cost if impossible to replace it.

From Banning & Banning, Attorneys-at-Law, Chicago, Ill.

We have found your United States Document Filing Cabinet the most satisfactory way of filing folded papers that we have ever used or had occasion to know about; and we most unhesitatingly endorse it as exactly the thing needed for this purpose in every law office. We also consider your Shannon Filing system as admirably adapted for the preservation of flat papers, and the two combined we regard as the most complete piece of lawyer's office furniture that we have ever seen.

Metal Roller Book-Shelves.

From Wm. B. Keep, General Attorney Chicago and Northwestern Railway Co.

We like the Metal Roller Book-Shelves you have furnished, and should think them invaluable in county and public buildings.

From G. W. Thomas, Clerk of the District Court, Wapello, Louisa County, Iowa.

The Roller Shelves you furnished this County are here and put up in my office. I am very much pleased with them, and think they are a great saving to books as well as very convenient.

From L. F. Williams, Register of Deeds, Mound City, Linn County, Kan.

The longer I use your Metal Roller Book-Shelves, placed in our vault, the more I am convinced of their utility and value. I can cheerfully recommend them as a great labor-saving device, as well as the best protection for books that I have ever seen.

P. S. Wren, County Clerk, Galveston, Texas.

The two cases of Roller Shelving placed in the vault attached to my office suit the purpose admirably. No vault for the preservation of records can be complete without them. Your invention certainly supplies a long felt want, as it assures the safety of records from fire, and undoubtedly prevents the books from being racked to pieces by handling.

From John E. Sullivan, Clerk Marion County, Indianapolis, Ind.

It is with pleasure that we state our approval of your Roller Shelves and United States Document Files, such as are in use at the Governor's Office, in our new State House building. They are certainly the *ultimatum* of improvements in the line of book-shelves for court houses, state houses, and all public buildings, being a very great improvement on the shelf known as the * * * * roller shelf, which, though protecting the books from friction, causes them to cup or sag so badly in time as to damage them materially; neither will they permit books being used in them of two or more different lengths, whereas your Roller Shelves provide for all demands that can possibly be made upon a Roller Book-Shelf. We heartily commend them above all others.

Rapid Roller Damp-Leaf Copier.

From George N. Stoddard, Druggist, Buffalo, N. Y.

If I could not buy another Copier like yours, I would not sell mine for ten times what it cost me.

From Wm. F. Creed, Cashier Farmers' National Bank, Malone, N. Y.

The Copier came and we are delighted with it. It beats any labor-saving device we ever saw. It is wonderful.

From John R. Church, Architect, Rochester, N. Y.

I am greatly pleased with the Rapid Roller Damp-Leaf Copier that I purchased from you.

From O. J. Eggert, Secretary Buffalo German Insurance Company, Buffalo, N. Y.

We have your Rapid Roller Damp-Leaf Copier in use and are well pleased with it, as it is more rapid in its work, and the copy is better and more perfect, than the old style press.

From Henry Mason Baum, Editor Church Review, New York City.

The Copier is entirely satisfactory. I regard it as an invention equal in importance to the type-writer, and shall do all I can to bring it before the public.

From F. D. Kilburn, Vice-President Peoples' National Bank of Malone, Malone, N. Y.

We have thoroughly tested your Rapid Roller Copier and find it all that you recommend it to be. We regard it as the best Copier in use. It works well and gives entire satisfaction. We could hardly do without it.

From Frank Trumbull, Auditor for Receivers Texas and Pacific Railway, Dallas, Texas.

Your Rapid Roller Damp-Leaf Copier has been in constant use in this office, and has proved entirely satisfactory. It economizes labor very noticeably, and I consider it a valuable office fixture.

From J. W. Niederpruem, Secretary Bartholomay Brewing Co., Rochester, N. Y.

Having had your Rapid Roller Damp-Leaf Copier in use now for almost a year, we take great pleasure in expressing to you our entire satisfaction with it. We consider it a great improvement on the old system of copying correspondence.

From Williams & Hoyt, Rochester, N. Y.

While using the screw copying press we dreaded the copying of letters more than the writing of them. We are now using the Rapid Roller Damp-Leaf Copier, and find it to be a wonderful improvement and a great help to us. We feel that we cannot recommend it too highly.

From Blake, Lash, Cassels, & Holman, Barristers, Toronto, Ont.

We have much pleasure in certifying our high appreciation of the Patent Rapid Roller Damp-Leaf Copier, manufactured by you. We have had one in use in our office for some months, and find it almost indispensable. We could not now be without one except at great inconvenience.

From Graves & Vinton, Mortgage Loans, St. Paul, Minn.

We find your Rapid Roller Damp-Leaf Copier everything that was represented, a great saving of time and labor, it taking less than one-third of the time to copy and file letters that it did to copy them in books, and we would not part with the machine for several times the cost if we could not get another.

From W. Herbert Milnes, Architect, Surveyor and Land Agent, 333 Oxford Street,
West, London, England.

The Rapid Roller Damp-Leaf Copier more than exceeds my expectations, both in rapidity and excellence of work. My first experiment upon it was with a note written with *non-copying ink* (which would not have copied at all in the ordinary press and book); the result from the Rapid Roller Damp-Leaf Copier was three clear copies. It also copies type-writing beautifully.

From E. H. Abbott, Supreme Secretary Royal Templars of Temperance, Buffalo, N. Y.

We have had your Rapid Roller Damp-Leaf Copier in use and find it to be the best Copier of correspondence we have ever seen. It is a much faster method than the old one, and not only gives better copies, but leaves the original letter in the same state as when it is put in the press, not blurring or blotting it in the least. We would not care to go back to the old system after having used this.

From M. B. Shantz & Co., New York City.

The Rapid Roller Damp-Leaf Copier which we received from you has been in constant use since, and we are now fully aware of its usefulness and value as a labor-saving device. We believe that any firm doing a large business cannot afford to be without one. We consider that it will pay for itself in a year, as the difference between the cost of paper for it, and letter books, would be fully as much as its cost, without taking into consideration the immense amount of time and trouble that has been saved. We consider that being able to file a letter and its answer together is a strong point in its favor. We have taken eleven (11) copies of a letter written on a type-writing machine, the last being as distinct as the first; and we would not be without one for any consideration, as we find it actually necessary to meet the requirements of our wants. Hoping that the public will appreciate your endeavors to save them time and trouble.

From Ducker & Dudleigh, General Real Estate Agents, Dallas, Texas.

It affords us a great deal of pleasure to be able to subscribe to the excellence of your Rapid Roller Damp-Leaf Copier, and its vast superiority over all other copying processes ever used by us, in clearness of copy, and most especially in saving of time and labor, both of which were completely demonstrated to our agreeable surprise and perfect satisfaction in a trial of it made by us on May 28th. We had 312 pages of an abstract of title of which we desired to retain a copy, but having in our mind former experience with jobs of a like magnitude, under the old process of hand press, oiled sheets, water bowl and brush, were almost inclined to let it pass, but concluded to give your Copier a trial, which we did. In twenty-five minutes the job was done, and only five imperfect sheets in the 312, and all but one of these five about as good as the average copy on the old press system. Those five imperfections were attributed to carelessness in manipulating, or to having used a blotter on the writing, and not to any fault of the machine. We consider this a particularly severe test of the Copier, from the fact that this matter had been written for from twelve hours to five days before copying. We did not make a trial for speed, as we were anxious to obtain a good impression of the whole, but think that with freshly written matter and the confidence we now have in the certainty of the clear copy, we could do the same number in half the time. After such a satisfactory trial, we can but give it our unqualified approval, and we think that no one having any considerable amount of copying to do, will ever return to the slow and tedious old press system after giving the Rapid Roller Damp-Leaf Copier a trial; most assuredly we would not.

Schlicht's Standard Indexes.

From S. M. Butler, Book-keeper Sprague, Warner & Co., Chicago, Ill.

I regard your Index as the best one, in every respect, that I have seen, and cheerfully recommend it.

From Geo. G. Slater, Clerk of the County Court, Marlin, Falls County, Texas.

The system is simple, convenient, and accurate, admitting of instant reference to any name among thousands.

From C. M. Knott, Clerk Supreme Court, Sumter County, Florida.

I am very much pleased with the Index for deeds and mortgages bought of you. They beat anything in the way of Indexes I ever saw.

From John F. Brown, Prothonotary, Lock Haven, Pa.

I consider Schlicht's Tabular Indexes far superior to all others. We have them in use here and would not think of using any other system.

From Geo. C. Columbia, Recorder Dearborn County, Ind.

I believe the Schlicht system to be the most rapid, simple and practical of all indexing systems now on the market, and unhesitatingly recommend its adoption in every county in the country.

From W. J. Young, Prothonotary, Towanda, Bradford County, Pa.

The Schlicht Index which we use for Judgment Docket gives perfect satisfaction. The members of our bar, and the patrons of the office generally, would not have it taken out for four times its cost.

From C. B. Phillips, Auditor, Albion, Noble County, Ind.

I have been using your Index in this office for about four years, and think it complete. I can most cheerfully recommend it to every official as the most simple to understand of any Index I have ever examined.

James R. Dickey, County Clerk, Coldwater, Branch County, Mich.

Having had your Index in use in my office for nearly five years, I can say it has given universal satisfaction, and I regard it as reliable and correct in indexing abstracts of titles and records made in Registrars' or Clerks' offices.

From Joe W. Avery, Judge of Probate, Port Huron, Mich.

Your Index is in every way satisfactory. After using it two years, there is no change I could suggest therein that would be an improvement. Its great value is the readiness with which any desired estate can be found.

From John Robertson, Adjutant-General, Michigan.

I take pleasure in saying that the Schlicht Index books furnished this department are entirely satisfactory in every respect. Your system saves time and labor, and affords facility of reference not to be compared with any other known to me.

John Vinsant, Jr., Clerk of Circuit Court, Lake City, Columbia County, Florida.

I have been using your Index for eight months ; it gives entire satisfaction and I consider it a most valuable and reliable assistant in making abstracts of titles. In fact, it is almost a complete abstract within itself. The longer I use it, the better I like it.

From Levi French, Clerk of Burlington County, Mt. Holly, N. Y.

By means of your Index abstracts of titles can be made with greater facility and absolute accuracy by any one familiar with this class of work. Business men, farmers, and others can come into the office and refer to names on the Indexes with facility.

From T. W. Larwood, Book-keeper, Albany, N. Y.

The Schlicht Indexes furnished by you for this bank are giving entire satisfaction. The first one we got has now in it 21,000 names, consolidated from several other indexes, and the grouping is so perfect that any name can be found almost instantaneously.

From R. C. Shelley, Chief Clerk General Land Office, Austin, Texas.

We wish to state that the Side-Cuttings Index ordered from you gives us entire satisfaction. It is by far the best Index we have ever seen or used, and handles our immense correspondence perfectly ; is simple and comprehensive, and affords instant reference to any name.

From C. W. Campbell, Jr., Ocala, Florida.

The Index for abstracts sold me is complete and perfect. It is not only satisfactory in every particular, but to me is practically indispensable. This much for the system of indexing, while for the quality of material and workmanship, I will say I am proud to have it in my office.

From E. J. Davenport, Clerk District Court, Hennepin County, Minn.

We have to-day the most perfect, systematically arranged indexes and records to be found in any office in the United States. I take great pride in that fact and unhesitatingly recommend your Index. I might add that there is more business transacted in my office than in any other two clerks' offices in the state.

From Horatio C. Burchard, Director of the Mint, Washington, D. C.

The volumes of the Schlicht Index ordered for use in this office are giving excellent satisfaction, and, as far as I can judge, fully sustain the claim you made of superiority over the system in previous use. The principle of distribution of names on which this Index is based appears to be correct, and exceedingly valuable where large numbers are involved.

From Carl F. Lomb, Secretary Bausch & Lomb Optical Co., Rochester, N. Y.

We have used the Index you made for us, and find it gives perfect satisfaction. Your system of grouping names is simple and free from complication, and reference to any desired name is much more rapid than with any improved Index we have ever used. We gladly express our entire satisfaction and strongly recommend the Schlicht Index to any one needing an accurate, simple, and rapid Index.

From James Vick, Seedsman and Florist, Rochester, N. Y.

We have tried all the known Indexes, and devised plans of our own, to give rapid reference to our wholesale customers, but have never found anything as perfect as the Schlicht Index you made for us. We are using it, and are more than pleased with its working, and gladly take this opportunity of sending you our most emphatic endorsement, and would commend it to any person needing a rapid and simple Index.

From W. H. Farrand, Cashier East Side Savings Bank, Rochester, N. Y.

I cannot too highly commend and endorse your Schlicht Index. I can truly say it is the most economical system of rapid reference to names I have ever seen. It is simply wonderful. The "Schlicht" is distinguished for its freedom from complication, and for the ease with which any name among any number of names can be found at a glance. I have indexed all of our accounts by your system on the 30,000 name Index you made for this bank, and it works so satisfactorily that I gladly express my opinion of its desirability.

From Philip S. Harris, Treasurer St. Paul and Duluth Railroad Co., St. Paul, Minn.

The Schlicht Standard Index, which has been in daily use in this office for over a year past, more than meets my expectations. For simplicity, accuracy, and rapidity in indexing and finding names, it not only has no equal to my knowledge, but it is doubtful if any other method can be devised which will compare with this in its adaptability for unlimited extension. One hundred thousand names can as readily and accurately be indexed as one hundred, and, with equal facility and certainty, the same number may be referred to with scarcely the possibility of error or oversight. The rapidity in finding names, where hundreds of thousands are indexed, is such a marked feature that this advantage alone will save the cost of the Index in a short time.

I have no hesitation in recommending its use to any and all offices where large numbers of names are constantly referred to, as particularly adapted to such work, as simplifying such records to a great extent, and saving valuable time to all who have occasion to refer to the records of such offices.

From the United States Fish Commission, Washington, D. C.

During the years 1882 and 1883 the Fish Commission received 27,814 letters, and there were written in this office 17,450 letters. For the purpose of indexing this large correspondence, an index sub-divided to two or three letters of the surname was found insufficient, and it became necessary to transfer fifteen months' entries to a new index. An index in two volumes, containing pages 12½x17 inches, and capable of containing 100,000 names, was made to order by Schlicht & Field, of Rochester, N. Y. The dealings were with their agent, Mr. C. K. Judson, whose representations were fully satisfied, and the arrangement of volumes, as well as their mechanical preparation, has been of a perfectly satisfactory nature. They adapted the Index to my special purposes such as the posting of both letters written and received, against one entry of the correspondent's name, and a provision for a large number of entries with prominent correspondents, as well as a small number of entries with thousands of correspondents with whom but two or three communications occur. The correspondence of this office with foreign countries, public institutions, large corporations, such as railroads, nearly all the executive departments of the Government, as well as with farmers and land owners throughout the entire United States, is such as to put to the severest test the office machinery, of which an index is the most important feature. After a pretty careful investigation of the methods used in the public offices in this city, and by many leading business establishments of the country, I am thoroughly satisfied that the Schlicht Index, in use in this office, has not a superior, and probably not an equal, in the country.

(Countersigned)

PROF. S. F. BAIRD, *Commissioner.*

(Signed)

CHAS. W. SMILEY,
Chief of Division of Records, and Editor of Publications.

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